

Excerpts from “Developing a Workforce Plan: Setting the Foundation” Training Presentation Relevant to Step 4

Slide 1 – Establish Metrics

Specific

Measureable

Achievable

Realistic

Time-Bound

Slide 2 – Communicate the Plan

Plan to communicate to stakeholders about progress in a relevant and timely manner

Who needs to know what? How often? In what way?

Refer to Workforce Plan Template Appendix D (page 10)

Keep department engaged

Share workforce and succession planning articles

Advertise professional development opportunities

Slide 3 – Implement the Plan

Follow the Action Plan Benchmarks and Communication Plan you have developed for each initiative